

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
JANUARY 24, 2022
12:30 p.m.**

(Board Member Lunch 12:00pm-12:30pm in Executive Office)

**Administration/Resident Initiatives Building
(Handicap Accessible)
700 North Berry Road
Norman, Oklahoma 73069**

MINUTES

ITEM 1. ROLL CALL

Chairman Cummins declared a quorum present and called the meeting to order at 12:31 P.M.

COMMISSIONERS PRESENT:

Jeff Cummins
Rick McKinney
Paul Austin

Chairman
Commissioner
Commissioner

COMMISSIONERS ABSENT:

Marianne Ratliff
Lee Lawrence

Vice-Chairperson
Commissioner

STAFF PRESENT:

Karen Canavan
Sherri Hunt
Barbra Ruth
Allison Failing
Bobbe Feher-Nist

Executive Director
Deputy Executive Director
Executive Assistant
Section 8 Supervisor
Director of Public Housing

VISITORS PRESENT:

None

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER MCKINNEY.

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the January 24, 2022, Regular Board Meeting, as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve the Agenda for the January 24, 2022, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 4. CONSENT DOCKET

INFORMATION:

This Item is placed on the Agenda so that the Board, by unanimous consent, can designate those routine Agenda Items that they wish to be approved or acknowledged by one motion. If any Item proposed does not meet with approval of all Board Members, that Item will be heard in regular order. Staff recommends that Items 5 thru 7 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place Items 5 thru 7 on the Consent Docket to be approved by one motion.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to accept items 5 thru 7 for the January 24, 2022, Regular Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. APPROVAL OF MINUTES FROM NOVEMBER 15, 2021, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the November 15, 2021, Regular Board Meeting, as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM

**6. CONSIDERATION OF FINANCIAL STATEMENTS FOR SEPTEMBER, 2021
AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR
DECEMBER, 2021**

The low rent program had a net income of negative \$31,902.19. This was the result of paying \$34,000.00 for the installation of teller windows in the building.

The Routine Claims and Credit Card Expense Reports were attached for review.

Maintenance over time for the month was \$55.61.

Credit Card expense for the month was \$1,732.22.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM

**7. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF
DECEMBER, 2021.**

Section 8 has a total of 1,164 vouchers under lease. Currently there are 584 families on the waiting list.

Rose Rock Villa is 100% occupied. There are 12 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 9 approved applicants on the waiting list.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Approved on Consent Docket.

ITEM

8. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 12/31/2021.

Hailey Loyd was recognized as Employee of the Quarter ending 12/31/2021.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM

9. CONSIDERATION OF RESOLUTION NUMBERS NHA 21-22-010 THRU NHA 21-22-2013, RESOLUTIONS TO DROP ACCOUNTS FROM LOW RENT PUBLIC HOUSING.

It is policy to drop all accounts over 6 months old. This is to keep out Tenant Accounts Receivable (TAR) low on our books. A high TAR ratio will result in our PHA receiving a lower score on the Management Assessment Sub System (MASS) in REAC. MASS is a Subcomponent used to calculate our score in determining the Agency's status such as "High Performer".

Staff has attempted notification to residents to collect the accounts without success. All Accounts being dropped by this resolution are a result of the tenants vacating without notice, have had their leases terminated, or given notice and left without providing a forwarding address. The previous tenants will be reported to the HAPPY Tenant Check and EIV Debts Owed systems. The HAPPY Tenant Check and EIV Debts Owed are reference systems used by PHA's across the country to determine if a client owes any PHA money. They will also be turned into the Oklahoma Tax Commission for capture of any state tax refund.

Commissioner Austin questioned if the tenants have a right to appeal. Bobbe Feher-Nist, Director of Public Housing stated that the tenants are informed of the amount that they are owed and once the tax letters have been issued, they have 60 days to dispute.

Commissioner Austin asked that the tenant names be removed from public record and replaced with initials.

Chairman Cummins asked that next year when these accounts are dropped, if a list of recovered accounts could be provided to the Board.

Staff respectfully requests approval of Resolution Numbers NHA 21-22-10 thru NHA 21-22-013.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to accept Resolution Numbers NHA 21-22-010 thru NHA 21-22-013 with the change that the names of the tenants to be redacted to initials only. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

10. **CONSIDERATION OF RESOLUTION NUMBER 21-22-014, A RESOLUTION TO DROP ACCOUNTS FROM THE HCV PROGRAM.**

The participants of the Housing Choice Voucher Program have obligations to report income changes or vacating an assisted property. This is to insure the HAP payments being made to a landlord, on their behalf, is the correct amount based on the participants income, AND, the payment is indeed for the purpose of the client's primary place of residence. Unfortunately, not all participants follow this mandate and some have left the program owing the Housing Choice Voucher Program back payments. We refer to those payments as Fraud Paybacks.

A list of participants with uncollectible debts was provided to the Board. The debts can only be dropped by resolution. At the Fee Accountant's request, and as a matter of year end housekeeping, the list of debts to the NHA will need to be dropped; the total is \$76,827.00. Staff will work diligently to collect these debts by placing this information on HAPPY Tenant Check, EIV (a housing software tool and HUD program used nationwide to track clients owing a PHA) and with the Oklahoma Tax Commission.

Staff requests approval of Resolution Number NHA 21-22-014 to drop \$76,827.00 from the Housing Choice Voucher Program Fraud Payback as an uncollectible debt.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve Resolution Number NHA 21-22-014 as submitted.

AMENDED MOTION: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to approve Resolution Number NHA 21-22-014 with the amendment of instead of listing their name, initials will be accepted. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

11. **RATIFICATION APPROVING THE REPAIR OF THE ROSE ROCK VILLA FIRE ALARM SYSTEM.**

This item appears so the Board of Commissioners may ratify their approval of the fire alarm repair.

In November, Executive Director Canavan emailed the Board regarding the condition of the alarm system and the need to correct the problem immediately due to safety concerns. Majority approval was received. Attached, was the email with the pertinent information.

Staff requests ratification approving DC Fire and Communication to make the repairs as necessary in the amount of \$143,520.00

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner McKinney to approve the Ratification approving the repair of the Rose Rock Villa Fire Alarm System. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

- ITEM 12. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-015, A RESOLUTION OFFERING A 529 COLLEGE SAVINGS PLAN TO THE EMPLOYEES OF NORMAN HOUSING AUTHORITY.**
- With the extremely high cost of college, parents are strongly encouraged to start saving for their children's college education needs as quickly as possible. NHA would like to offer staff the opportunity to save through payroll deductions and without paying taxes on those saved dollars.
- Attached, was more detailed information regarding the savings plan.
- Barbra Ruth, Executive Assistant, has advised the additional work, within payroll, should not be an issue.
- As this will be beneficial to the NHA staff and not an additional cost to the NHA (other than administrative time), staff recommends approval of the 529 College Savings Plan.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item tabled for the April 11, 2022 NHA Annual Board Meeting. An additional resolution is needed to change the policy and procedures to add the 529 College Savings Plan.

ITEM 13. NEW BUSINESS

The Board was asked about the colored pages in the Board Packet. The packet currently consists of 4 different colors. To save money moving forward, staff would like to use only white paper. The Board saw no issues with using only white paper as long as there are tabs to separate the agenda items.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 14. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 15. COMMISSIONER'S COMMENTS

Commissioner Austin mentioned that he was informed that the residents of Rose Rock Villa appreciated the party that was held last month.

Commissioner McKinney appreciates that we are starting the 529 College Savings Plan for the employees.

Executive Assistant Barbra Ruth thanked the Board for their appreciation of the plan.

Executive Director Canavan mentioned that she believes the 529 College Savings Plan will help the employees with being able to start saving for their children.

Chairman Cummins thanked Executive Director Canavan for everything that she does and for all the stuff that she does behind the scenes. Her effort shows.

INFORMATION: This item appears on the Authority's Agenda for the Board to make comments and to afford an opportunity for citizens to address the Board.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 16. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the January 24, 2022, Regular Board Meeting.

ACTION TAKEN: A motion was made by Commissioner McKinney and seconded by Commissioner Austin to adjourn the January 24, 2022, Regular Board Meeting.

The following vote was recorded:

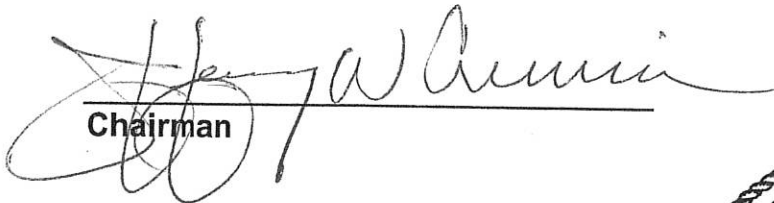
YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ADJOURNED AT 12:58 PM

PASSED AND ADOPTED THIS 11th DAY OF APRIL 2022.


Chairman

Attest By:


Executive Director

